

Steps to Successfully Complete Senator Risch's Nomination Application

Step 1 - Beginning your Application

Click on the application link and create an account.

- Creating an account will allow you to sign in and complete segments of you application as completed.
- Use the most commonly checked e-mail. **ALL** correspondence will be sent to that e-mail account.

Step 2 - Completing the Questionnaire

After registering, login and find the Questionnaire button at the bottom of the page.

- Required information in each section:
 - Academy Preference – It is very important that you number each academy from first to fourth selection. Selection of Not Interested can limit your ability to receive a nomination.
 - Personal Information
 - Academic Information
 - Family History
- Each Section needs to be fully completed to the best of your ability.
 - If a section does not apply to you or you can't answer it enter N/A.
- After completion mark and submit as completed.

Step 3 - Completing the Checklist Items

This is the most time intensive portion of your application. Starting this process as early as possible and completing these items well before November 30th will be in your best interest. Make the contacts necessary to complete this application. Each item needs to be fully completed and the appropriate forms uploaded before the November 30th deadline.

- Application for Nomination
- Resume – Including education overview, achievements, athletics, leadership and service contributions.
- Interview – A brief meeting held at one of our regional offices for face-to-face or video conference or conducted via a teleconference.
- One page essay, “Why I want to attend a Service Academy?”
- Three letters of recommendation – not from a family member
- A signed Release of Information form
- Principal or Guidance Counselor letter with form
- Proof of Idaho residency
- Transcript of your grades with GPA, end of junior year grades – With class ranking if available
- SAT or ACT scores – SAT code: 4468 and ACT code: 7123

Step 4 - Uploading to the Checklist

This process can be a little tricky at first, but once you get started you will understand it very quickly. We will also discuss this during our interview so you have full knowledge of how this will work.

- Scan your documents.
 - Use your school, library, parents' place of work or local business to upload these items.
 - Save each section as **ONE** PDF document which can have multiple pages.
 - You will need to combine your letters and forms into one PDF document or you will not be able to upload your items.
 - Label each item to correspond with the checklist items:
 - Resume
 - Interview form
 - Letter of Recommendation – (Last Name of Writer) – 1
 - Letter of Recommendation – (Last Name of Writer) – 2
 - Letter of Recommendation – (Last Name of Writer) – 3
 - Release of Information
 - Principal or Guidance Counselor Letter
 - Transcript
 - ACT or SAT Scores
 - Proof of Residency (if necessary)
- Select the mail icon for the section you want to upload. I.E. Resume or a letter of recommendation.
 - Doing so will send a computer generated e-mail to your account that you have setup when registering for that specific item.
 - You should do one item at a time to ensure accuracy.
- Open your e-mail account and find the e-mail.
 - Hit reply to the e-mail.
 - Verify the item it is requesting. I.E. Resume or letter of recommendation
 - Attach that item, as a single PDF document without any other attachments
 - Send
- Re-login to your application and verify that it has been submitted.
- Repeat this process for each item.

Notice: You will be able to upload your items as you have them completed. You are encouraged to complete this application ahead of the November 30th deadline. Submission of your resume and scheduling the interview should be your two first priorities.

Do not hesitate to contact Tim Petersen at 208-342-5434 or tim_petersen@risch.senate.gov anytime you have questions during this process.